What is the CUNYfirst Reporting web page?
This web page hosts this FAQ and other information about accessing and using the Reporting Instances.

http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/reporting.html

What reporting instances are there?
There is one nightly copy of HCM/CS, instance CNYHCPRD. The reporting instance is named CNYHC003.

There is one nightly copy of FIN, instance CNYFSPRD. The reporting instance is named CNYFS001.

How do I get access to a reporting instance?
Go to http://security.cuny.edu. Choose CUNYfirst Application Security. On that page use the form Finance Reporting Access Request Form, HR Reporting Access Request Form, or CS Reporting Access Request Form.

There is also a link to the forms on the CUNYfirst Reporting web page. Submit the forms to your local Help Desk.

I use a public query in production but I cannot find it in the reporting instance.
1. Run the public query CISRI_PUBLIC_QUERY_IN_INSTANCE, entering your query name.
2. If there are any results, the query does exist in the reporting instance as a Public query.
3. If it does not exist, submit a Help Desk ticket to request to have it added.

My query is in the reporting instance but I cannot see it.
This happens when you do not have access to all the records used in a query. See the section on getting access to records.
**How do I get access to records I need?**

To get access to a record, you must request the appropriate role to be assigned to you. Keep in mind that there may be several roles that let you access a record.

1. Run the public query `CISRI_ROLES_NEEDED_BY_EMPLID_H` (in CNYHC003) or `CISRI_ROLES_NEEDED_BY_EMPLID_F` (in CNYFS001), entering your query name and yourEMPLID.
2. The results will list each record used in the query, and the roles that can access these records.
3. Ignore lines where the Role Name is blank.
4. For each record listed, you need access to at least one role that will give you access to that record. You do not need multiple roles to access a record.
5. See the instructions above labelled *How do I get access to a reporting instance?* Submit the access form requesting the roles you need.

**The records I need are not in an available role.**

Submit a ticket to the Help Desk to have the records added to the reporting instance. Once you receive confirmation that the record has been added you can request the appropriate roles.

**How do I share a query I wrote?**

- Copy it to another user’s EMPLID.

**OR**

- Request to make it public. Submit the form [Request to Promote Query from Private to Public](#) to the Help Desk.

**Schedule query output to Tumbleweed**

Every half hour, a process will run that will pick up output files from the reporting instances and will deliver them to your campus Tumbleweed folder.

The only times the process will not run is daily from midnight until the instance is finished refreshing in the early morning.

Keep in mind that the data stay the same all day, so do not set up recurring schedules for the same results.

Instructions:

In order to be transferred to the correct folder, the query name must start with the correct three-character prefix, as listed in the table below. Please be very careful about this if you are transferring non-public information.

In order to be picked up for the transfer, the query output must be directed to the correct folder, as listed in the output destination table below.

- In order to collect your file from Tumbleweed, you will have to work with your campus IT group to have access to the Tumbleweed folder, or to have them somehow make the files available to you.
Output destination:

<table>
<thead>
<tr>
<th>Code</th>
<th>Institute</th>
<th>College Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS001</td>
<td>sftpfsout/PSQUERY_OUT/</td>
<td>Baruch College</td>
</tr>
<tr>
<td>HC003</td>
<td>sftpcsout/PSQUERY_OUT/</td>
<td>Hunter College</td>
</tr>
</tbody>
</table>

Query prefix:

- Code Inst College Name
  - BAR BAR01 Baruch College
  - BCC BCC01 Bronx CC
  - BKL BKL01 Brooklyn College
  - BMC BMC01 Borough of Manhattan CC
  - COC COCOM Central Office Comm Colleges
  - COS COSEN Central Office
  - CSI CSI01 College of Staten Island
  - CTY CTY01 City College
  - GRD GRD01 Graduate Center
  - HCS HCS01 Hunter Campus Schools
  - HOS HOS01 Hostos CC
  - HTR HTR01 Hunter College
  - JJC JJC01 John Jay College
  - KCC KCC01 Kingsborough CC
  - LAG LAG01 LaGuardia CC
  - LAW LAW01 Law School
  - LEH LEH01 Lehman College
  - MEC MEC01 Medgar Evers College
  - NCC NCC01 Guttman Community College
  - NYT NYT01 NYC College of Technology
  - QCC QCC01 Queensborough CC
  - QNS QNS01 Queens College
  - SOJ SOJ01 School of Journalism
  - SPS SPS01 School of Professional Studies
  - YRK YRK01 York College

How do I get a query added to production?
All items to be moved to production follow a specific testing lifecycle. Submit a Help Desk ticket to start the process.

Where can I get help with queries?
A listserv, CUNYFIRST-REPORTING@LISTSERV.CUNY.EDU, is now available for the community to ask each other questions and have discussions involving CUNYfirst reporting and related reporting.

If you are not familiar with a listserv, it is a very easy way to communicate via email to a group. It is also easy to stop being on the listserv, so join up and check it out!
To subscribe (join):
1. Send an email to listserv@listserv.cuny.edu.
2. Leave the subject blank.
3. In the body (message) put “subscribe CUNYfirst-reporting”. Do not include the period.

Once your subscription request is approved, you can send questions to the list and receive emails from others on the list.

Go to https://listserv.cuny.edu to adjust your settings and to search prior postings.

Where can I find CUNYfirst ERDs?
All CUNYfirst Human Capital Management and Campus Solutions ERDs are now posted in the Enterprise Reporting System, along with the existing Finance ERDs.

1. https://reporting.cuny.edu
2. Login with your Enterprise account, or as guest.
   a. Username ‘guest’
   b. Password is blank
   c. Authentication is ‘Enterprise’
3. Navigate to ‘CUNYfirst ERDs’.
4. Navigate to chosen ERD.

HCM and CS ERDs are in PDF format. Right-click and choose View.

Finance ERDs are in ZIP files. Right-click, choose View, and Open or Save.